



St. Gilgen International School – Summer Camp Coordinator 2019

This position requires total oversight and management of the StGIS Summer School. With support of the marketing manager and School Leadership, the successful candidate will take responsibility for admission, program preparation, budget forecasting, staffing, implementation, review and follow up.

Time commitment:

- Camp set up 10 Hours per week June 3rd – July 7th (flexible)
- Summer Language and Outdoor/Culture Camp 6th – 20th July
- Summer Language and Culture/Outdoor Camp 21st – 3rd August
- Camp close - 4th – 7th August

Reporting to:

The Head of School

Planning & administration:

- Develop risk management plans for all activities undertaken as part of the program, as well as relevant crisis management strategies.
- Develop systems and maintain positive relations with all ancillary service providers (catering, transport, house keeping, school medical).
- Liaise with the Admissions Manager on recruitment of students to the Summer program.
- Liaise with the Marketing Manager on promotion of the program.
- Take responsibility for all parental communication following closure of the admissions deadline.

Recruitment & training:

- Staff the Summer School Program with teachers, activity leaders and house parents to ensure a safe and engaging program.
- Liaise with the school Human Resources officer to ensure all contracts are in place and necessary safer recruitment practices are followed.
- Train all staff in school operating procedures and ensure they are aware of the school behavior expectations and code of conduct.



Budgeting:

- Develop and operate within the given budget.
- Keep receipts and records of spending.

Facilitation:

- Oversee all aspects of the Summer School program.
- Work on the Summer School as senior House Parent and/or Head of Activities, living in the boarding house.
- Pitch the program at an appropriate level for all students to ensure they have maximum value and enjoyment of their experience.
- Ensure all students' transfers from airports occur safely and smoothly.
- Act as the Summer School Safeguarding officer.
- Ensure that health, hygiene and safety protocols are followed at all times.
- Ensure all staff discharges their responsibilities with professionalism and integrity.
- Be the point of contact for all parental communication and feedback regularly to parents.
- Manage the schools resources in a responsible way.

Review:

- Facilitate a full review of the program and submit this to the Head of School with recommendations.
 - Including staff, student and parent feedback.

Remuneration:

- A generous remuneration package to be negotiated in line with the strengths and experience of the candidate.

Applications:

- Initial expressions of interest should be made to Jeremy House ASAP (j.house@stgis.at).



Overview (non-exhaustive) of tasks and responsibilities (checklist)

1. Set maximum number of students (consider transport)
2. Decide upon the most appropriate boarding house(s) to use
3. Speak with the house parent and head of boarding
4. Lock in cleaning/housekeeping (in-house or external)
5. Decide upon feeing plan (see head of housekeeping)
6. Draft the schedule (overview)
 - a. Ensure the transport plan works (book busses if necessary)
 - b. Plan educational outcomes of cultural program
 - c. Book trips and visits
 - d. Ensure outdoor ratios and staff are sufficient
 - e. Reconnaissance as necessary
7. Advertise for staff (internally and externally – BSA, outdoor leadership)
 - a. House parents
 - b. Residential Assistants
 - c. Language Teachers
 - d. Activity Leaders
8. Complete staffing rota
9. Write to parents to double check transfer arrangements
10. Order teaching supplies and arrange classrooms
11. Arrange staff training
 - a. Child protection
 - b. Food safety
 - c. Driving
12. Order merchandise
13. Set up Summer camp administration office
14. Place a petty cash request and cash plan
15. Arrange phones and keys for staff and for language teachers
16. Complete photo drop box and parent survey